

CHAPTER 12 PRECINCT CANVASS – CLOSING THE POLLS

TABLE OF CONTENTS

Public Access to Precinct Results after Polls Close	1
Procedure for Closing the Polls	2
Processing Absent Voter Ballots - False Reads	8
Determining the Validity of Optical Scan Ballot Markings.....	9
Duplicating Ballots	12
Canvassing and Certifying Write-In Voters	13
Correcting Vote Totals.....	13
Precinct Reconciliation Steps.....	14
Ballot Container Sealing Procedures	15
Proper Use of Election Seals	17
Establishment and Use of Receiving Boards Mandatory.....	18

PUBLIC ACCESS TO PRECINCT RESULTS AFTER POLLS CLOSE: Michigan election law, MCL 168.807, stipulates that as soon as the precinct board has obtained the precinct's vote totals after the polls have closed, the results must be made available to any interested person who may be present in the polling place. Michigan election law, MCL 168.801, further provides that at least one door to the polling place must remain unlocked during the closing of the polls and the generation of the precinct's vote totals.

The polls *must remain open for voting until 8:00 p.m.* It is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, "The polls are now closed." Every voter standing in line at 8:00 p.m. *must be permitted to vote.* The doors to the polling place must remain unlocked. Persons observing the closing of the polls may not enter the processing area and must conduct themselves in an orderly manner. The board may clear the polls, if necessary, to assure the orderly completion of the precinct's records.

PROCEDURE FOR CLOSING THE POLLS:

- 1) Verify that all valid absent voter ballots have been tabulated (if absent voter ballots are processed in the precinct).
- 2) Check auxiliary bin and accurately duplicate and tabulate any ballots requiring duplication. (See: “Duplicating Ballots” below for additional information.)
- 3) Verify that the number of ballots tabulated equals the number of voters according to the Poll Book. (NOTE: If these totals do not agree, refer to instructions provided under “Precinct Reconciliation Steps” below.)

<h3 style="text-align: center;">CERTIFICATE OF ELECTION INSPECTORS</h3>	
WE CERTIFY THE FOLLOWING:	
<input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)	
<input checked="" type="checkbox"/> The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):.....	308
<input checked="" type="checkbox"/> The number of ballots tabulated is:.....	308

- 4) Generate the totals tapes. (A minimum of 3 copies will be needed.)
- 5) Verify that all valid write-in votes have been tallied in the Poll Book and the totals recorded on the Statement of Votes.
- 6) Verify that all Provisional Envelope ballots issued, if any, were properly recorded, identified and sealed in the Provisional Ballot Form envelope.
- 7) Verify that the tabulator totals tape is attached to the appropriate copies of the Statement of Votes.

Statement of Votes – *Clip or Attach Tabulator Tape to this Page*

Jurisdiction: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

☐ Recorded the number of ballots tabulated according to _____

☐ Sealed all provisional envelope ballots for delivery to the _____

☐ Recorded the number of voters according to the List of _____

☐ Verified the number of ballots tabulated plus provision that if they do not, no discrepancies exist between the _____ agree and a valid discrepancy exists, a notation was made _____

☐ Completed and balanced the Ballot Summary Report. If a discrepancy exists, a notation was made in the Report _____

☐ Recorded all formal challenges made in the precinct, if any _____

☐ Tabulated all valid absent voter ballots (if processed in the _____

☐ Duplicated and tabulated ballots requiring duplication _____

If the tabulator as _____

and the number as: _____

List if used) as: _____

equals the number of voters and duplications to Vote. If they do not _____

ction. ☐ Yes ☐ N/A

/ Report did not balance and a valid _____

✓/A _____

ed Page.

Chapter 12, Page 2 of 19

8) Complete the Ballot Summary.

9) Secure ballots in approved container and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book. Ensure that the seal number is attested to by two inspectors representing different political parties.

Materials that are secured in the approved ballot container include:

- Used (voted) ballots
- Unused ballots
- VAT Ballots (used and unused)
- Spoiled and Defective Ballots Envelope
- Original Ballots for Which Duplicates Were Made Envelope

10) Complete the Certificate of Election Inspectors (multiple formats available).

- 11) Complete the Statement of Votes and prepare for return (multiple formats available). A minimum of 3 copies will be needed for most elections.

A Statement of Votes consists of the following 4 elements:

- Tabulator Tape.
- Total number of votes received by declared write-in candidates.
- Number of seal used to seal the ballot container and seal certification signed by two election inspectors representing different political parties.
- Certification signed by all members of the board of election inspectors present at the close of the polls.

OPTICAL SCAN STATEMENT OF VOTES																									
WARD/PRECINCT: <u>1</u>	JURISDICTION: <u>ACME</u>	DATE OF ELECTION: <u>11/7/07</u>																							
1 DECLARED WRITE-IN CANDIDATE INFORMATION <small>(Enter write-in candidate information and transfer total write-in votes from tally page.)</small> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">DECLARED WRITE-IN CANDIDATES <small>(Please record like offices together)</small></th> <th style="width: 20%;">TOTAL WRITE-IN VOTES</th> </tr> </thead> <tbody> <tr> <td>Name: <u>William Smith</u> Office: <u>Clerk (Twp)</u> Party: <u>Rep</u></td> <td style="text-align: center;">12</td> </tr> <tr> <td>Name: <u>W. Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Name: <u>Bill Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u></td> <td style="text-align: center;">21</td> </tr> <tr> <td>Name: <u>Judy Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u></td> <td style="text-align: center;">3</td> </tr> <tr> <td>Name: <u>Judyth Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Name: <u>Judy Johns</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Name: <u>Judith Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u></td> <td style="text-align: center;">7</td> </tr> <tr> <td>Name: <u>Jim Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u></td> <td style="text-align: center;">6</td> </tr> <tr> <td>Name: <u>Jimmy Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u></td> <td style="text-align: center;">2</td> </tr> <tr> <td>Name: _____ Office: _____ Party: _____</td> <td></td> </tr> </tbody> </table>	DECLARED WRITE-IN CANDIDATES <small>(Please record like offices together)</small>	TOTAL WRITE-IN VOTES	Name: <u>William Smith</u> Office: <u>Clerk (Twp)</u> Party: <u>Rep</u>	12	Name: <u>W. Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u>	2	Name: <u>Bill Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u>	21	Name: <u>Judy Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	3	Name: <u>Judyth Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	1	Name: <u>Judy Johns</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	1	Name: <u>Judith Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	7	Name: <u>Jim Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u>	6	Name: <u>Jimmy Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u>	2	Name: _____ Office: _____ Party: _____		2 BALLOT SUMMARY WE CERTIFY THE FOLLOWING: NUMBER OF BALLOTS DELIVERED TO PRECINCT: A. Number of official ballots delivered to precinct: <small>(Do not include absent voter ballots)</small> First Ballot Style: <u>(400)</u> - <u>(1)</u> + 1 = <u>400</u> Second Ballot Style: _____ - <u>(1)</u> + 1 = _____ B. Number of absent voter return envelopes received by board: <small>(Enter "0" if absent voter ballots not processed in precinct)</small> <u>78</u> C. Total of lines A and B: <u>478</u> NUMBER OF BALLOTS AT CLOSE OF POLLS: D. Number of ballots tabulated: <small>(Include absent voter ballots if processed in precinct.)</small> <u>406</u> E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: <u>0</u> F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): <u>14</u> G. Number of ballots used by election inspectors for ballot duplications: <u>5</u> H. Number of PROVISIONAL "envelope" ballots issued: <u>1</u> I. Number of UNUSED BALLOTS (excess ballots): First Ballot Style: <u>(400)</u> - <u>(349)</u> + 1 = <u>52</u> Second Ballot Style: _____ - _____ + 1 = _____ J. Total of Lines D, E, F, G, H and I: <u>478</u> <small>CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</small>		
DECLARED WRITE-IN CANDIDATES <small>(Please record like offices together)</small>	TOTAL WRITE-IN VOTES																								
Name: <u>William Smith</u> Office: <u>Clerk (Twp)</u> Party: <u>Rep</u>	12																								
Name: <u>W. Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u>	2																								
Name: <u>Bill Smith</u> Office: <u>Twp Clerk</u> Party: <u>Rep</u>	21																								
Name: <u>Judy Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	3																								
Name: <u>Judyth Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	1																								
Name: <u>Judy Johns</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	1																								
Name: <u>Judith Jones</u> Office: <u>Twp Clerk</u> Party: <u>Dem</u>	7																								
Name: <u>Jim Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u>	6																								
Name: <u>Jimmy Taylor</u> Office: <u>State Rep-33rd</u> Party: <u>Rep</u>	2																								
Name: _____ Office: _____ Party: _____																									

RFD - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

OPTICAL SCAN STATEMENT OF VOTES (continued)											
WARD/PRECINCT: <u>1</u>	JURISDICTION: <u>ACME</u>	DATE OF ELECTION: <u>11/7/07</u>									
<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; line-height: 30px; font-weight: bold;">3</div> <p style="text-align: center; margin-top: 10px;">CERTIFICATE OF ELECTION INSPECTORS</p> <p>WE CERTIFY THE FOLLOWING:</p> <p><input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)</p> <p><input checked="" type="checkbox"/> The number of voters according to this Poll Book is: 407</p> <p><input checked="" type="checkbox"/> The number of ballots tabulated is: 406</p> <p><input checked="" type="checkbox"/> Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.</p> <p><input checked="" type="checkbox"/> Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.</p> <p><input checked="" type="checkbox"/> Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).</p> <p><input checked="" type="checkbox"/> Verified that any ballots requiring duplication have been accurately duplicated and tabulated.</p> <p><input checked="" type="checkbox"/> Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.</p> <p><input checked="" type="checkbox"/> Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.</p> <p><input checked="" type="checkbox"/> Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.</p>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; line-height: 30px; font-weight: bold;">4</div> <p>By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal no. 12345</p> <p>We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no. 9821</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>X <u>Steve Smith</u></p> <p><small>Signature of member who sealed the BALLOT STORAGE CONTAINER</small></p> </td> <td style="width: 50%; vertical-align: top;"> <p>X <u>Bob Sharp</u></p> <p><small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small></p> </td> </tr> </table> <p>ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>X <u>Jelly Jones 555-1212</u></p> <p><small>Phone</small></p> </td> <td style="width: 50%; vertical-align: top;"> <p>X <u>Bobby Emery 555-1821</u></p> <p><small>Phone</small></p> </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <p>X <u>Sandy Pelt 555-8412</u></p> <p><small>Phone</small></p> </td> <td style="width: 50%; vertical-align: top;"> <p>X <u>Scott Galt 555-3410</u></p> <p><small>Phone</small></p> </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <p>X <u>Steve Smith 555-8412</u></p> <p><small>Phone</small></p> </td> <td style="width: 50%; vertical-align: top;"> <p>X <u>Bob Sharp 555-5501</u></p> <p><small>Phone</small></p> </td> </tr> </table> <p>WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK, AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.</p>			<p>X <u>Steve Smith</u></p> <p><small>Signature of member who sealed the BALLOT STORAGE CONTAINER</small></p>	<p>X <u>Bob Sharp</u></p> <p><small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small></p>	<p>X <u>Jelly Jones 555-1212</u></p> <p><small>Phone</small></p>	<p>X <u>Bobby Emery 555-1821</u></p> <p><small>Phone</small></p>	<p>X <u>Sandy Pelt 555-8412</u></p> <p><small>Phone</small></p>	<p>X <u>Scott Galt 555-3410</u></p> <p><small>Phone</small></p>	<p>X <u>Steve Smith 555-8412</u></p> <p><small>Phone</small></p>	<p>X <u>Bob Sharp 555-5501</u></p> <p><small>Phone</small></p>
<p>X <u>Steve Smith</u></p> <p><small>Signature of member who sealed the BALLOT STORAGE CONTAINER</small></p>	<p>X <u>Bob Sharp</u></p> <p><small>Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</small></p>										
<p>X <u>Jelly Jones 555-1212</u></p> <p><small>Phone</small></p>	<p>X <u>Bobby Emery 555-1821</u></p> <p><small>Phone</small></p>										
<p>X <u>Sandy Pelt 555-8412</u></p> <p><small>Phone</small></p>	<p>X <u>Scott Galt 555-3410</u></p> <p><small>Phone</small></p>										
<p>X <u>Steve Smith 555-8412</u></p> <p><small>Phone</small></p>	<p>X <u>Bob Sharp 555-5501</u></p> <p><small>Phone</small></p>										

RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

[illegible]

12) Prepare the special envelopes for return.

Envelope #1 (Addressed to County Clerk) should be sealed with a red or white paper seal and contain:

- Poll Book
- Statement of Votes (1 copy) Precinct Delegate Write-In Declarations filed on Election Day
(Even numbered year primary elections)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Guard Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE 1

✓ ONE (1) POLL BOOK
(Attach to Envelope Tape and Proposed Language (if any) to White Copy of Statement of Votes (Section 1 & 2) in Back of Poll Book.)

✓ ONE (1) LIST OF DELEGATES ELECTED

✓ QVF - LIST OF VOTERS (if Required)

(Date of Election)

(Name of Jurisdiction)

(Address/Phone)

COUNTY OF _____ MICHIGAN

**CLERK'S RECORD ONLY
DESTROY AFTER**

TO: COUNTY CLERK

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Envelope #2 (Addressed to Board of County Canvassers) should be sealed with a red or white paper seal and contain:

- Statement of Votes (one copy)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Guard Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE 2

✓ ONE (1) STATEMENT OF VOTES
(With Tabular Type and Proposed Language (if any) Attached)

(Date of Election)

(Name of Jurisdiction)

(Address/Phone)

COUNTY OF _____ MICHIGAN

**CLERK'S RECORD ONLY
DESTROY AFTER**

TO: _____ BOARD OF CANVASSERS
(County or State)

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

© 2019 Michigan State Board of Elections

Envelope #3 (Addressed to Local Clerk) should be sealed with a red or white paper seal and contain:

- Statement of Votes (one copy with zero tape attached)
- Voter Assist Terminal (VAT) Test Ballot
- Applications to Vote on spindle
- Address Change forms
- Authorization to Cancel forms
- Notes regarding Election Day activities
- Precinct Delegate Write-in Declaration of Intent forms (Even numbered year primary elections only)
- QVF Precinct List (if required)

PLACE IN THIS ENVELOPE 3

☒ ONE (1) STATEMENT OF VOTES
(With "Vacant" box and Precinct Language (if any) attached)

☒ APPLICATIONS TO VOTE

☒ ZERO TOTALS TAPE

(Date of Election)

(Name of Candidate)

(Precinct Name)

COUNTY OF _____ MICHIGAN

**CLERK'S RECORD ONLY
DESTROY AFTER**

TO: LOCAL CLERK

AV Envelope (Addressed to Local Clerk):

- Absentee Ballot Applications to Vote (top section)
- Absentee Ballot Return Envelopes
- Absentee Ballots surrendered by voters who voted in person

NOTE TO APPLICANTS: This Envelope should be securely sealed with a Red Envelope Seal which has been properly completed and initialed by the Inspector.

PLACE IN THIS ENVELOPE A.V.

☒ ABSENTEE VOTER APPLICATIONS

☒ ABSENTEE VOTER ENVELOPES
(Closed and Initialed)

☒ LIST OF ABSENTEE VOTERS

(Date of Election)

(Name of Candidate)

(Precinct Name)

COUNTY OF _____ MICHIGAN

**CLERK'S RECORD ONLY
DESTROY AFTER**

TO: LOCAL CLERK

Provisional Ballot Storage Envelope (Addressed to Local Clerk) should be sealed with a red or white paper seal and contain:

- Provisional Ballot Form Envelopes

The diagram shows a blue-bordered envelope labeled "PROVISIONAL 'ENVELOPE' BALLOTS" at the top. Inside the envelope, there is a section titled "PLACE IN ENVELOPE" with a checkbox labeled "INSERT ALL COMPLETED PROVISIONAL BALLOT FORM/ENVELOPES". Below this, there are fields for "(DATE OF ELECTION)", "(NAME OF JURISDICTION)", "WARD", "PRECINCT", and "COUNTY OF", with "MICHIGAN" printed at the bottom right. To the right of the envelope is a red rectangular seal with the text "SEAL AND RETURN TO THE CLERK" in bold red letters.

- 13) Special envelopes and ballot containers are then delivered to the Receiving Board by two inspectors of different political parties.

NOTE: The Bureau of Elections has developed a video training series that summarizes key election day management issues, including a video on Closing the Polls. These videos can be accessed at the Bureau of Elections web site at www.michigan.gov/elections; under "Information for Election Administrators"; *Election Day Management Training Videos*.

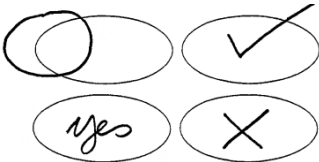
PROCESSING ABSENT VOTER BALLOTS - FALSE READS: A "false read" is a term used to describe any situation where the tabulator rejects a ballot due to a "crossover vote" in a partisan primary or an "over vote" and the crossover vote or over vote was caused by 1) a correction (such as an erasure) 2) a stray mark that the tabulator identified as a vote or 3) an invalid write-in vote. Ballots rejected as blank may also be the result of a "false read" if a voter has made an improper mark or used an improper marking tool. Given the potential for "false reads," it is important that all absent voter ballots rejected by the tabulator be visually inspected to verify the reason for the rejection. If it is determined that the rejection was due to a "false read," the ballot must be duplicated. When duplicating the ballot, the stray mark, correction or invalid write-in vote must be eliminated to ensure the proper tabulation of all valid votes on the ballot.

DETERMINING THE VALIDITY OF OPTICAL SCAN BALLOT MARKINGS

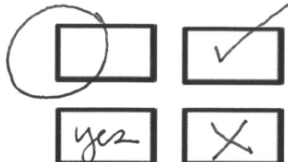
Optical Scan Systems Employing Oval Target Areas

Valid markings: Each of the examples provided below is a valid vote as there is a mark within the predefined target area for casting a vote.

For ballots with ovals:



For ballots with boxes:

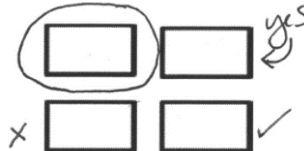


Invalid markings: Each of the examples provided below is an invalid vote as a mark does not appear within the predefined target area designated for casting a vote.

For ballots with ovals:



For ballots with boxes:

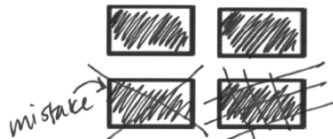


Corrections: A correction that causes a false tabulator read does not count as a valid vote.

For ballots with ovals:



For ballots with boxes:



Stray Marks: A stray mark made within a predefined target area is not a valid vote. In determining whether a mark within a predefined target area is a stray mark, the board of canvassers or election official (or board of election inspectors, when visually inspecting an absentee ballot rejected by the tabulator) shall compare the mark with other marks appearing on the ballot. Note, a cross or checkmark appearing in the predefined target area is not considered a stray mark and is a **valid vote** even if the voter does not consistently mark the entire ballot with a cross or checkmark.

For ballots with ovals:

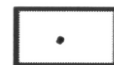
Candidate A



Candidate B



For ballots with boxes:



Candidate C

In all three examples above, count the top two positions only.

EXAMPLES OF “FALSE READ” SITUATIONS REQUIRING DUPLICATION OF THE BALLOT:

False overvote created by ballot correction

False Overvote/
Ballot Correction:

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

Write-in

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE (1))

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

Proper Duplication:

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

Write-in

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE (1))

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

False overvote created by invalid write-in

False Overvote/
Invalid Write-in:

STATE SENATOR
10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN STEVE RICE

DEMOCRATIC MICHAEL SWITALSKI

LIBERTARIAN SCOTT W. ALLEN

NO PARTY AFFILIATION CAROLYN CELETTI

Mickey Mouse

Write-in

REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
(Vote For Not More Than ONE (1))

JOHN R. PASTOR
REPUBLICAN

KERRY L. LOWRY
DEMOCRATIC

MIKE SHESTERKIN
LIBERTARIAN

Mickey Mouse

STATE SENATOR
10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN STEVE RICE

DEMOCRATIC MICHAEL SWITALSKI

LIBERTARIAN SCOTT W. ALLEN

NO PARTY AFFILIATION CAROLYN CELETTI

Write-in

REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
(Vote For Not More Than ONE (1))

JOHN R. PASTOR
REPUBLICAN

KERRY L. LOWRY
DEMOCRATIC

MIKE SHESTERKIN
LIBERTARIAN

Proper Duplication:

False crossover vote created by ballot correction

False Crossover/

Ballot Correction:

The top row shows two sample ballots. The left ballot is for the Republican Party section and has a correction mark (X) over the Democratic Party section. The right ballot is for the Democratic Party section and has a correction mark (X) over the Republican Party section. The bottom row shows two more sample ballots. The left ballot is for the Republican Party section and has a correction mark (X) over the Democratic Party section. The right ballot is for the Democratic Party section and has a correction mark (X) over the Republican Party section.

Proper Duplication:

False crossover vote created by invalid write-in

False Overvote/

Invalid Write-in:

The top row shows two sample ballots. The left ballot is for the Republican Party section and has an invalid write-in 'Mickey Mouse' in the write-in box. The right ballot is for the Democratic Party section and has an invalid write-in 'Mickey Mouse' in the write-in box. The bottom row shows two more sample ballots. The left ballot is for the Republican Party section and has an invalid write-in 'Mickey Mouse' in the write-in box. The right ballot is for the Democratic Party section and has an invalid write-in 'Mickey Mouse' in the write-in box.

Proper Duplication:

DUPLICATING BALLOTS: Ballots *must not* be duplicated until *after* the close of the polls. *Exception: If the duplication of absent voter ballots will be carried out at an absent voter counting board precinct, ballots may be duplicated and tabulated throughout Election Day; it is not necessary to wait until after the close of the polls to begin the duplication process.*

The procedures for duplicating ballots are detailed below:

- After identifying the ballots which must be duplicated, count out an equal number of unused ballots and remove the ballot stubs. At the top of the first “original” ballot to be duplicated write “1”; at the top of the blank ballot that will be used to create the “duplicate” write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, e.g.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid votes from the “original” ballot as the second election inspector records the votes to the “duplicate” ballot.
- After completing the duplication process, the election inspectors who handled the procedure must verify that:
 - 1) the “original” ballot is labeled at the top with a number “1” and the corresponding “duplicate” ballot is labeled at the top with “Dup 1” and
 - 2) that all valid marks have been transferred from the “original” ballot to the corresponding “duplicate” ballot.

As explained above, this same numbering scheme is continued for all ballots requiring duplication. The second “original” ballot to be duplicated is numbered “2” and the “duplicate” ballot is labeled “Dup 2,” etc.

After the work is verified for accuracy, all “duplicate” ballots are tabulated. All “original” ballots are placed into a special envelope labeled “Original ballots for which duplicates were made and tabulated.” The special envelope is sealed into a ballot container along with all other used and unused ballots following the close of the polls.

NOTE: The Bureau of Elections has developed a video training series that summarizes key election day management issues, including a video on Duplicating Ballots. These videos can be accessed at the Bureau of Elections web site at www.michigan.gov/elections; under “Information for Election Administrators”; *Election Day Management Training Videos*.

CANVASSING AND CERTIFYING WRITE-IN VOTES: Complete the write-in tally process as outlined in Chapter 4. It is the Board of Canvassers’ responsibility to review all write-in votes to determine their validity. Thus, it is important that the board of election inspectors record each name variation exactly as recorded by the voter on the Write-In Section of the Statement of Votes.

CORRECTING VOTE TOTALS: It may be necessary to correct vote totals if an invalid write-in is found in the course of reviewing ballots with write-in votes. If the invalid write-in vote is the only vote cast for the office, additional special handling is not required; return the ballot with those that did not contain a write-in vote. However, if in addition to the invalid write-in vote the voter cast one or more votes for the same candidate(s) and/or other candidates on the ballot for the same office, any additional vote(s) for the same office may be valid; proceed to Step 1 below:

Step 1: Determine if the office is *overvoted* (see example on page 14). Do not consider any invalid write-in votes when making this determination. An over vote results when the number of valid votes cast for an office, minus any invalid write-in votes, exceed the total number of votes allowed for the office.

Step 2: If the election is a partisan primary, also determine if the partisan section of the ballot is *crossover voted* (see example on page 15). Do not consider any invalid write-in votes when making this determination. A cross-over vote results when valid votes, minus any invalid write-in votes, are cast within the partisan section of the ballot in more than one party column.

If the office is over voted or the votes cast for the office are affected by a cross-over vote, the votes are invalid; return the ballot with those that did not contain a write-in vote.

Exception – If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved.

If the office is *not over voted* and the votes cast for the office are *not affected by a crossover vote*, the votes cast for the candidate(s) under the office must be manually added to the total vote received by the candidate(s); the *Totals Tapes MUST be corrected*.

NOTE: An invalid write-in vote can never cause an over vote or a crossover vote!

PROCEDURES FOR CORRECTING VOTE TOTAL(S):

DO NOT duplicate or retabulate the ballot! Instead, since the polls are closed and the Totals Tapes have already been printed, each copy of the Totals Tape must be manually corrected. To make the correction, locate the office(s) involved on the Totals Tape. (It is recommended that one tape be corrected at a time.) Next, locate the name of the candidate(s) who is entitled to receive the additional vote; then in ink, next to the number of votes received by each of the candidate(s) involved, write +1 and the new corrected vote total. Make this same correction on all remaining Totals Tape copies. Double check each correction for accuracy!

BEST VOCAL ARTIST	
Number to Vote For: 2	
FRANK SINATRA	0
ELVIS	0
PATSY CLINE	4+1=5
JANIS JOPLIN	10
BUDDY HOLLY	0
BARRY WHITE	0
BILLIE HOLIDAY	0
STEVIE NAY VAUGHAN	10
"MAMA" CASS ELLIOT	0
Write In	0
Over Votes	0
Under Votes	16
Total Votes	40

If one or more additional offices on the same ballot contain a write-in vote, these same procedures, must be repeated for each office involved. If no additional offices on the same ballot contain a write-in vote, return the ballot with those that did not contain a write-in vote.

PRECINCT RECONCILIATION STEPS: If the total number of ballots tabulated and total number of voters who were issued a ballot (according to the Poll Book) *do not agree*, attempt to identify the reason for the discrepancy. Complete the following steps:

- 1) Verify that all absent voter ballots have been processed and tabulated by going through all of the return envelopes. Verify that the names of all absent voters for whom an application and return envelope were received for processing are included in the ePollbook total.
- 2) Verify all voters who registered on election day were added to the "Unlisted" tab.
- 3) Verify that all ballots requiring duplication were removed from the Auxiliary Bin and were duplicated and tabulated.
- 4) Verify if any Provisional Envelope ballots were issued. The number of ballots tabulated will be one less than the number of voters listed in the ePollbook for each Envelope ballot issued.

- 5) Compare the Applications to Vote to the ePollbook. Physically count the total number of ballots tabulated. (Include the ballots removed from the main or primary bin and the write-in bin to complete this count.) It is recommended that the ballots be counted into stacks of 25. Conduct the count by physically picking up and moving each ballot into piles while counting out loud. The count should be carried out by teams of two; one team member will place the ballots into the piles while the second team member visually verifies the count.
- 6) Research any discrepancies among the number of ballots counted, the number of names in the poll book, the number of applications to vote and the number of ballots tabulated as reflected on the totals tape.
- 7) Document all steps taken to reconcile the numbers in the Remarks section of the Poll Book.

BALLOT CONTAINER SEALING PROCEDURES: All ballot containers used to transport and store *voted* and *unvoted* ballots must be properly sealed after the polls close. The proper procedures for sealing ballot containers will vary depending upon the type of seal being used.

Note: The Bureau of Elections has developed a video training segment that demonstrates the proper (and improper) procedures for sealing some of the most commonly-used ballot containers. These videos can be accessed at the Bureau of Elections web site at www.michigan.gov/elections; under “*Information for Election Administrators*”; *Election Day Management Training Videos*.

The following provides an overview of the various procedures which may be employed. Please note that regardless of the type of seal used, a certificate containing 1) the number on the seal used to seal the container 2) the signatures of the two election officials (with different political party preferences) that sealed the container and witnessed the sealing and 3) the date upon which the seal was affixed to the container must be inserted into a plastic sleeve and affixed to the container using an official seal.

The serial number appearing on the seal used to secure the ballot container must be recorded in three places: 1) the Poll Book (Election Inspectors Certificate), 2) on the Statement of Votes, and 3) on the Ballot Container Certificate.

Every precinct must be staffed with at least two election inspectors (one Republican; one Democrat) who have been fully trained on the use of election seals and are prepared to ensure that all ballot containers are properly sealed after the polls close.

If a two-sided ballot container is used to store the ballots, both sides must be properly sealed and both seals must be properly recorded. (Here it merits emphasis that the “back door” must be *permanently sealed* and a completed Ballot Container Certificate bearing 1) the seal serial number 2) the signatures of the election officials who sealed the “back door” and 3) the date the “back door” was sealed *must be affixed to the permanent seal*. It is the responsibility of the city or township clerk to ensure that the “back door” is permanently sealed prior to the election. Ballot containers with dual openings that are not sealed according to the following instructions may not be used.

Sealing the “back door” in accordance with these procedures will help to ensure that your precincts will be recountable in the event of an election recount. Following these procedures will also eliminate the need for your election inspectors to record the “back door” seal number in the Poll Book and Statement of Votes at the close of the polls and allow them to give their full attention to sealing and documenting the “front door” seal as required by law.

While some election officials tell us that they maintain a record of the seals used to seal the “back door,” producing such records at recounts can be problematic as these records are oftentimes lost as administrations change. In addition, unless the office record is attested to by two election officials and dated prior to the election in question, the record itself can be challenged.

If a tabulator ballot receptacle is used to store the ballots, the top of the receptacle must be sealed with a security lid and any doors which provide access to the receptacle must be sealed even if the doors can be locked with a key. All seals must be properly recorded. (As noted above, a tabulator ballot receptacle cannot be used to store ballots unless it passed a ballot container inspection carried out by the Board of County Canvassers. Tabulator ballot receptacles which do not carry a current ballot container approval sticker may not be used to secure ballots.

Approved Seals



Memory Pack



Chamber



Coated Wire Easy Twist



Padlock



Flat Metal with Horseshoe



Pull Tite – 11.75"



NOTE: *Traditional canvass ballot bags* are not approved for the storage and security of ballots under the 30-day post election State security period as required under the provisions of Michigan election law. In the event of a recount, ballots that are secured in a ballot bag alone may not be recounted.

PROPER USE OF ELECTION SEALS

Flat Metal Seals: Close and lock the container. Insert a horseshoe seal adaptor through the metal hasp. Insert the tip of the metal seal through both sides of the horseshoe adaptor. Next, insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the metal ball applying force until the seal is fully seated.

Pull-Tite Seals: Close and lock the container. Insert the pull-tite seal through the metal hasp on the container. The use of a horseshoe adaptor is not required. Insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the opening at the opposite end. Continue pulling the tip of the seal through the opening to ensure a snug fit.

Padlock Seals (wire and plastic seal): Close and lock the container. Insert the tip of the seal through the hasp on the container. Insert the tip of the seal into the opening at the top of the plastic applying force until the seal is fully seated.

Programs: Programs removed from optical scan tabulators must be sealed in an approved ballot container. Programs cannot be erased or transferred to another electronic medium for extended retention until clearance is received from the Department of State's Bureau of Elections.

ESTABLISHMENT AND USE OF RECEIVING BOARDS MANDATORY:

INTRODUCTION

A Receiving Board is an independent board established to ensure the recountability of election precincts. The Election Commission of a jurisdiction must establish the Receiving Board by resolution and must appoint the Receiving Board inspectors. Members must be qualified election inspectors and the board must have an equal number of Receiving Board inspectors from each major political party. As of August 15, 2012, Receiving Boards are **required** by Michigan election law, MCL 168.679a and their checklists are part of post-election audits conducted by counties or by the Bureau of elections.

APPOINTMENT

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

RESPONSIBILITIES

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ☆ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ☆ the ballot container is properly sealed and the seal number is accurately recorded
- ☆ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red or white paper seal, initialing, and dating the seal.

CORRECTIVE ACTION

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes are inadvertently sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

ePOLLBOOK

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.